

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Division of Teaching and Learning Programs and Services  
Bureau of Health and Nutrition Services and Child/Family/School Partnerships  
25 Industrial Park Road  
Middletown, Connecticut 06457-1543

**M E M O R A N D U M**

TO: Potential 2006 Summer Food Service Program (SFSP) Sponsors  
FROM: Maureen B. Staggenborg, Director, Child Nutrition Programs  
DATE: April 20, 2006  
SUBJECT: **Operational Memorandum #06-06 - SFSP**  
**I. Upward Bound Program Eligibility**  
**II. Closed Enrolled Site Eligibility**

**I. Upward Bound Program Eligibility**

SFSP sponsors operating Upward Bound sites may continue to use documentation of income-eligible Upward Bound participants, provided and certified by an Upward Bound grantee, to document the eligibility of the SFSP closed enrolled sites, residential or non-residential camps.

Therefore, Upward Bound income applications may be used in lieu of the SFSP application to determine income eligibility for all SFSP participants. For example, an income eligible Upward Bound participant is considered income eligible in the SFSP while an Upward Bound participant who is not income eligible for that program would not be considered eligible in SFSP. Refer to the attached Operational Memorandum #14-02 for detailed questions and answers concerning this issue.

**II. Closed Enrolled Site Eligibility: 2003 Eligibility Waiver**

SFSP sponsors with closed enrolled sites are still permitted to establish eligibility based on area eligibility data for the location of the site, rather than on documentation that at least 50% of the enrolled children at the site are eligible for free or reduced price meals.

Therefore, any site located in an attendance area of a school in which at least 50 percent of the children are from households eligible for free or reduced price meals will be eligible for SFSP reimbursement for all meals served to eligible children, regardless of whether the site serves an identified group of children or is open to the community. Closed enrolled Upward Bound sites may also utilize this waiver option with State agency approval.

Questions may be directed to Susan Bohuslaw at (860)807-2073 or Robert Zwack at (860)807-2081.

MBS:sb

Attachment  
OM#06-06-SFSP(4-20-06)cnshared/cnmemos/SFSP/2006 doc.

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

**MEMORANDUM**

DATE: June 3, 2002

TO: Summer Food Service Program (SFSP) Sponsors

FROM: Maureen B. Staggenborg, Director, Office of Child Nutrition

SUBJECT: Operational Memorandum # 14-02 SFSP  
Follow-up Questions and Answers on Upward Bound

Operational Memorandum #08-02 "Categorical Eligibility for Upward Bound Sites" dated May 3, 2002, detailed new eligibility criteria for upward bound sites participating in the SFSP.

This correspondence provides additional guidance in a Question and Answer format as distributed by the U.S. Department of Agriculture.

<b>Camp Sites</b>
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- Q: Can Upward Bound camp sites, as defined by SFSP regulations (7 C.F.R. 225.2), automatically claim reimbursement for meals served to all children?
- A: No. However, sponsors of Upward Bound camp sites can use an Upward Bound application in lieu of a SFSP application. Those children who were determined eligible for Upward Bound based on income may be considered eligible for SFSP meals. Children who were determined eligible for Upward Bound solely on the basis of being potential first generation college students are not automatically eligible for the SFSP.
- Q: On a review at an Upward Bound camp site, what must the State review on the Upward Bound applications?
- A: In the case of an Upward Bound application, the State agency is checking to ensure that the child is participating in the Upward Bound Program on the basis of income eligibility rather than as a potential first-generation college student.
- Q: Do we have the legal right to review Upward Bound applications? (This is a concern about privacy issues.)
- A: We are not aware of any restrictions under Upward Bound legislation that would prohibit a State or Federal reviewer from seeing Upward Bound family applications. However, if an Upward Bound program does not believe it can allow a State reviewer to see those family applications, then it will need to continue using the SFSP free meal application, as in the past.

- Q: Unlike the SFSP, Upward Bound does not necessarily gather new income eligibility data from households every year. Is a child who is determined to be eligible based on his/her Upward Bound application considered to be eligible in the SFSP even if the Upward Bound application was taken prior to the current year?
- A: Yes. As indicated in our memorandum, we are treating the two applications as equal for this program year. We will reevaluate this position prior to deciding whether to extend this interpretation for use in future years.

<b>Closed Enrolled Sites</b>
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- Q: Can sites that serve exclusively Upward Bound participants automatically qualify as closed enrolled sites as defined by SFSP regulations (7 C.F.R. 225.2)?
- A: Yes. Upward Bound rules require that two-thirds of the participants in a particular program are both low-income and potential first-generation college students; the remaining one-third must be either low-income or potential first-generation college students.

Since the percentage of income eligible Upward Bound participants at any site exceeds the SFSP closed enrolled site requirement of 50 percent, Upward Bound sites can automatically qualify as closed enrolled sites.

This information further clarifies the issues addressed in Operational Memorandum # 08-02. Upon review, if you have any questions please contact Charlene Russell-Tucker at (860) 807-2071.